

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: RAISE ROCHDALE PRS**

**JOB DESCRIPTION**

<b>Job Title:</b>	Attendance Officer
<b>Grade:</b>	<b>Grade 6 SCP 19 - 24</b>
<b>Responsible to:</b>	<b>Site Lead/School Business Manager</b>
<b>Responsible for:</b>	<b>None</b>
<b>Hours of Duty:</b>	<b>37 FTE</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>➤ The Postholder may be required to attend evening and weekend meetings</li><li>➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>➤ <b>Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English</li></ul>
<b>Values and Behaviours</b>	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none"><li>➤ Proud</li><li>➤ Passionate</li><li>➤ Pioneering and Open</li></ul> <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Organisational Chart:**

***School to insert***



## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To develop and improve links between the school and families of pupils causing concern because of poor levels of attendance, punctuality and/or performance in school and to develop links and partnerships with providers of extended education for pupils.
2. Analyse school data ensuring registers are statutorily completed and provide patterns and trends in data.
3. Perform their duties in accordance with the Authority's/School's Equal Opportunities Policy.
4. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under the postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies, procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's Performance Management Framework.

### **Relationships (Internal and External)**

Internal: 1. School staff.

2. Senior managers.
3. Governors.
4. Volunteers
5. Pupils.
6. Users of the School.

The post holder will be expected to participate in team building with colleagues to foster a creative and supportive environment, and to make his/her work available for professional supervision within the school's ethos.

- External:
1. Parents/carers.
  2. Staff in other schools and within the LA.
  3. Suppliers of extended curriculum provision
  4. Professional staff in other supporting occupations

The post holder will liaise and communicate with school staff, parents, school governors and other educational providers and agencies. The school is committed to a multi-disciplinary approach entailing close professional relationships with other agencies, e.g. Education Welfare service, Psychological Service, Social Services, Health Services, Community Groups, Extended Education Providers and the voluntary sector

### **RESPONSIBILITIES:**

#### **The postholder must:**

1. Perform his/her duties in accordance with Equality and Diversity Policy.
2. Be able to render regular and efficient service to undertake the duties of this post.
3. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
4. Ensure regular and beneficial attendance by pupils at school by establishing effective communication between and within home and school and other agencies.
5. Promote the welfare of pupils.

### **PRINCIPAL DUTIES**

1. To lead, manage and develop procedures and systems including rewards and sanction structures to support improved punctuality and attendance;
2. To be responsible for the compilation of attendance data;
3. To undertake work in the context of the school's Code of Good Practice and to liaise effectively with a range of other agencies;
4. To identify and work to achieve resolution of school attendance problems;
5. To undertake statutory requirements arising from the Education Acts and the Children's Act 1989 and also the Council/School policies on pupil attendance;
6. To provide the relevant data to assist educational welfare in taking families to court for attendance related issues;
7. To be the schools representative at those court proceedings;
8. To promote, monitor, resolve and implement statutory obligations (e.g. child employment);

9. To monitor pupil attendance at school by analysing school data and ensuring registers are statutorily completed and provide patterns and trends in data;
10. To conduct daily first day response system for daily absences; to contact parents and visit homes to enquire into pupil absences from school and liaise effectively with school to resolve problems;
11. To review and monitor the effectiveness of systems/paperwork in place with regards to school attendance procedures;
12. To monitor staff in the completion of the legal requirements surrounding attendance and alert teaching staff to their responsibilities as necessary;
13. To investigate and implement solutions for long term non-attenders;
14. To analyse attendance data and report to SLT and governors as appropriate;
15. To advise parents on support and education benefits available;
16. To provide support and advise parents on social, legal and economic issues.
17. To attend case conferences called by other agencies and to support multi-disciplinary core group meetings as appropriate;
18. To support the development of CAFs, as necessary, for pupils causing concern;
19. To monitor school transfers to ensure they have taken place;
20. To organise and lead school attendance panels e.g. Targeted Youth Support panels;
21. To assist in the preparation of reports for legal proceedings and to give evidence in court if necessary on school attendance and the overall circumstances of the situation concerned;
22. To lead on ensuring that attendance within extended provision offered by the school is accessed by students;
23. To monitor pupils who participate in alternative educational packages due to attendance or welfare issues and conduct placement and monitoring visits;
24. To monitor the accuracy and effectiveness of the attendance systems used and to alert the appropriate people as problems arise;
25. Operation of general office equipment, ICT systems including hard and software and the orderly storage of stationery and office supplies;
26. To be responsible for associated resources including audio visual equipment;
27. To support effective communication between schools and families in relation to attendance issues;

## **SECONDARY DUTIES**

1. To provide administrative and organisational support to the school where required;
2. To support the administrative work of the school office where required;

3. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person;
4. Appreciate and support the role of other professionals;
5. Contribute to the school ethos, aims and the development/improvement plan;
6. Attend and participate in relevant meetings;
7. Participate in training and other learning activities and performance development as required to fulfil duties of this post effectively;
8. To recognise own strengths and areas of expertise and use these to support and advise others;

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time in consultation with the post holder and if he/she wishes, with his/her Trade Union Representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_